

<div>DEPARTMENT OF THE TREASURY - BUREAU OF ALCOHOL, TOBACCO AND FIREARMS</div> <div>MUNITIONS LOSS WORKSHEET</div>	ATF LOSS NUMBER (ATF use only)
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SECTION A

1. DOD INVESTIGATIVE AGENCY SUBMITTING FORM (include specific office, case agent's name, & telephone number)

2. INVESTIGATION/CASECONTROL # (if applicable)	3. TYPE OF INCIDENT				4. DATE WHEN OCCURRED (ii unknown, provide date when discovered)
	<input type="checkbox"/>	THEFT	<input type="checkbox"/>	EXPLOSIVES	
	<input type="checkbox"/>	LOSS	<input type="checkbox"/>	FIREARMS	
	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	AMMUNITION	

5. MILITARY ORGANIZATION OR DOD ELEMENT WHICH IS VICTIM OF THEFT/LOSS (name, address, sty, county, state, country)	6. LOCATION WHERE INCIDENT OCCURRED (base/street address, building #, city, county, state, country)
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7. DETAILS (check all that apply)

• 1

CLASSIFIED (ii checked, indicate classification level)

☐ INVENTORY LOSS

☐ TRAINING LOSS

☐ OPERATIONAL LOSS

• 1

LOSS DURING TRANSPORTATION

☐ THEFT FROM MAGAZINE, IGLOO, BUNKER

☐ THEFT FROM ARMORY, ARMS ROOM

☐ THEFT FROM PERSON

☐ ARMED ROBBERY

☐ AITEMPTEDARMEDROBBERY

☐ FORCED ENTRY

☐ ATTEMPTED FORCED ENTRY

• 1

NARCOTICS RELATED

☐ EVIDENCE OF TERRORIST INVOLVEMENT

☐ EVIDENCE OF FIREARMS/MUNITIONS TRAFFICKING

☐ EVIDENCE OF TAKING ITEMS ACROSS INTERNATIONAL BORDERS

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OTHER

8. ADDITIONAL DETAILS (identification of suspects, unique aspects, etc.)

INVESTIGATION/CASE CONTROL #			
SECTION B: EXPLOSIVE ORDNANCE-IN THIS SECTION ALSO INCLUDE AMMUNITION OVER .50 CALIBER, AND ALL DEMOLITION MATERIALS			
1. NOMENCLATURE		2. NSN/FSN	
		3. DODIC	
4. QUANTITY	5. LOT NUMBER	6. SOURCE AND/OR MANUFACTURER	
		7. DATE LOADED	
8. ADDITIONAL COMMENTS OR PART NUMBERS			

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1. NOMENCLATURE	2 NSN/FSN	3. TYPE
4. CALIBER OR GAUGE	5. MODEL NUMBER	6. QUANTITY
7. SERIAL NUMBERS		8. SOURCE AND/OR MANUFACTURER
9. WAS AN NCIC ENTRY MADE (all firearms should be entered into NCIC as bst or stolen) <input type="checkbox"/> YES <input type="checkbox"/> NO		10. ORI CODE OF ENTERING AGENCY
11. ADDITIONAL COMMENTS		

SECTION D: AMMUNITION-TO INCLUDE ALL AMMUNITION .50 CALIBER AND UNDER		
1. NOMENCLATURE	2. CALIBER	3. TYPE (ex: ball, tracer, AP-T, etc)
4. NSN/FSN	5. DODIC	6. LOT NUMBER
7. QUANTITY	8. SOURCE AND/OR MANUFACTURER	
9. ADDITIONAL COMMENTS		

## INSTRUCTIONS

The ATF Headquarters Intelligence Branch shall be ~~provided~~ information by telephone (~~followed up in writing~~) from the reporting DOD components of ~~all significant/serious incidents of theft, loss, or unaccounted for Arms, Ammunition and Explosives Material (AA&EM) as soon as possible but no later than 72 hours after occurrence or discovery~~. Telephone the ATF Intelligence Branch at (202)927-8000. This number will be in operation 24 hours a day. The following information must be provided: Your name, agency, location, telephone number, case control number (if applicable), date and place incident occurred. Immediately subsequent to this telephone notification, please submit the completed Munitions Loss Worksheet by FAX to: (202)927-8001, or mail to: Bureau of Alcohol, Tobacco, and Firearms (ATF), Washington, D.C. 20226, AITN: Intelligence Branch.

Generally, ~~loss or theft of the~~ following AA&EM ~~shall be considered significant/serious~~ and shall be reported to ATF on the Munitions Loss Worksheet, ATF Form 3270.19, (appropriate sections to ~~list~~ munitions losses are indicated below in ~~parenthesis~~ next to item):

1. One or more missile or ~~rocket~~ rounds ( ~~report~~ in section B - Explosives ~~Ordinance~~).
2. One or more ~~machine~~ guns (~~report~~ In ~~Section~~ C - Firearms).
3. One or more automatic fire weapons (report in section C-Firearms).
4. Twenty-five or more ~~manually~~ operated weapons (report In section C- ~~Firearms~~).
5. Ammunition (~~reportable incidents do not include losses known to have been expended during training~~) -.60 caliber and ~~smaller~~ -5,000 rounds or more, except in the ~~case of .38 caliber ammunition~~, report ~~losses~~ of 20,000 rounds or more (report In section D - ~~Ammunition~~).
6. Ammunition ~~which is larger than .60 caliber - five (5) rounds or more of nonautomatic weapon ammunition; 1,000 rounds or more of ammunition for automatic weapons (REPORT ALL OF THESE ITEMS IN SECTION B - EXPLOSIVES ORDNANCE)~~.
7. Any fragmentation, ~~concussion~~, or explosive grenade to ~~include~~ artillery or ground burst simulators, or any other type, or any other type of simulator or device containing explosive ~~materials~~ (report in Section B - Explosives ~~ordnance~~).
8. One or more mines - ~~antipersonnel~~ and antitank (~~report~~ in section B - ~~Explosives~~ ~~ordnance~~).
9. Demolition explosives including detonation cord, ~~blocks of explosives (C-4)~~ and other types of ~~explosive materials~~ (report in Section B - Explosives ~~Ordinance~~).
10. Also reportable are: ~~Armed~~ robberies or attempted armed robberies of the above items: ~~forced entries~~ or attempted forced entries in which there is physical evidence of the attempt wherein the above ~~items~~ are stored; any ~~evidence of trafficking in~~ the above items or using same to barter for ~~narcotics~~ or any other thing of value to ~~include the taking of AA&EM areas international borders unlawfully, regardless of the quantity of AA&EM involved~~.

In order to report more than one incident, use ~~separate worksheets~~. If one incident ~~includes~~ the loss of different types of munitions, or large quantities of the same munitions, please use ~~additional~~ sheets of Section B, C, and D, or list items on sheet of plain, white paper. It is not ~~necessary~~ to duplicate the front of the Munitions Loss Worksheet, if you are reporting on the same incident. However, please include the ~~investigation/case control #~~ on the continuation sheet.

### Note:

**Military explosives and ordnance identification:** ~~The Department of Defense identifies all explosives and ordnance by a lot number, DODIC number, and FSN/NSN. The lot number identifies the manufacturing plant, month/year of production (data loaded), and lot sequence. This code provides the military with a way to track explosives through the system from manufacture to use or destruction. The DODIC number (usually one letter followed by three numbers, i.e. 0681), is a "shorthand" of identifying ordnance or explosives. It is used by the military to catalog ordnance and explosives for supply purposes. The FSN/NSN of an item is an eleven/thirteen digit number assigned to an individual item. It is the number used to order/reorder anything in the federal supply system. This number can help to identify ordnance or explosives.~~

**Examples of Lot Numbers:** LOP77M007-003; ME183J002-008;  
IOP-5-25 loaded 6/69.

These reporting instructions should not preclude any continuing liaison that your office may have with the focal ATF Post of Duty in regard to joint investigations.

Any questions should be directed to the Special Agent in Charge, ATF intelligence Branch, Telephone #: (202) 927-6000.